



MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS
Regular Meeting Minutes
September 1, 2004
4:00 P.M., Room 107

I. CALL TO ORDER

The meeting was called to order by Vice President Ray Murdaugh at 4:03 p.m.

Present were Civil Service Commissioner Floyd DeForest, Civil Service Personnel Director Karen Scholle, Assistant City Manager Lee Slaughter, DPW Deputy Director/City Engineer Mohammed Al-Shatel, Public Utilities Superintendent Kelly DeFrench, DPW SEIU Local 517M President Terry Redmon, and Tim Fields.

II. MINUTES

There were no known changes for the minutes from the August 4, 2004 regular Civil Service Commission meeting minutes.

Motion by Commissioner DeForest, support by Vice President Murdaugh, to adopt the minutes of the August 4, 2004, regular Civil Service Commission meeting as written.
VOTE: Vice President Murdaugh, yes; Commissioner DeForest, yes.
Motion carried.

III. ACTION AGENDA

A. FMLA Requests for Leave of Absence

1. A. Tworck

The following motion was made as the request for a FMLA leave of absence was in order though staff signatures were pending.

Motion by Commissioner DeForest, support by Vice President Murdaugh, to approve Andy Tworck's request for a medical FMLA leave of absence, subject to receipt staff's authorizing signatures.
VOTE: Vice President Murdaugh, yes; Commissioner DeForest, yes.
Motion carried.

2. T. Ackerberg

The following motion was made as Teresa Ackerberg's request for a FMLA leave of absence for child birth was in order.

Motion by Commissioner DeForest, support by Vice President Murdaugh, to approve the FMLA request for leave of absence for Teresa Ackerberg for child birth.
VOTE: Vice President Murdaugh, yes; Commissioner DeForest, yes.
Motion carried.

3. T. Nash

The following motion was made as the request for a FMLA leave of absence was in order though staff signatures were pending.

Motion by Commissioner DeForest, support by Vice President Murdaugh, to approve Terry Nash's request for a medical FMLA leave of absence, subject to receipt staff's authorizing signatures.

**VOTE: Vice President Murdaugh, yes; Commissioner DeForest, yes.
Motion carried.**

B. Consideration of Request for Hearing/Tim Fields

After much is discussion regarding Tim Fields' voluntary resignation/termination, pending arbitration, and issues relevant to a hearing before the Civil Service Commission, the following action was taken.

Motion by Commissioner DeForest, support by Vice President Murdaugh, to hold a hearing for Tim Fields after finding out the outcome of Tim Fields' grievance arbitration.

**VOTE: Vice President Murdaugh, yes; Commissioner DeForest, yes.
Motion carried.**

C. Police Officer Recruitment

The Civil Service Director advised the Commission that due to the staff cut eliminating the Personnel Analyst position, the Police Officer recruitment is approximately six months behind schedule. That being the case, and coupled with the City ongoing budget challenges, it may be most effective to process all Police Officer applications on file in completing the current recruitment. This will eliminate applications remaining inactive for a long period of time as another recruitment may not take place until 2006.

Motion by Commissioner DeForest, support by Vice President Murdaugh, to process all Police Officer applications on file as of September.

**VOTE: Vice President Murdaugh, yes; Commissioner DeForest, yes.
Motion carried**

D. October meeting location

This item was moved to the Section IV, Civil Service Personnel Director's Report.

IV. CIVIL SERVICE PERSONNEL DIRECTOR'S REPORT

A. Relationship (Nepotism) Policy Proposal

Nothing new to report; policy yet to be circulated to managers for review.

B. Job/Compensation Classification Review Policy

No response to the Commission's letter to the City Manager.

C. Budget Update

Civil Service 2005 operating budget was cut approximately \$10,000. While this is a steep cut for a small budget, it appears that it may be possible to provide basic services at this level of funding.

D. Civil Service Commissioner

The Community Relations Committee may either appoint or recruit a new commission member once an opinion letter is received from the city attorney clarifying candidate requirements for the CSC.

E. October Meeting Location

As other City staff expressed the need to use Room 107 for a public hearing on October 6, the October CSC meeting will be held in Room 103.

V. STATUS OF RECRUITMENTS

A. City Seasonals 2004: There are 283 applications received to date. Other than Marina Aides, summer seasonal employment ended with fall program hiring on the horizon.

B. Civil Engineer: One internal promotional application received.

C. Customer Service Representative I: There are 157 applications on file.

D. Customer Service Representative II: There are 64 applications on file.

- E. **Firefighter 2004**: There are 197 applications on file.
- F. **Fire Captain**: Written test administered August 18, 2004; oral exam to be scheduled.
- G. **Mechanic**: One promotional application received; position on hold due to budget.
- H. **Police Officer 2004**: There 164 applications under review
- I. **Police Officer 2005**: There are 76 applications on file.
- J. **Police Records Supervisor**: Oral exam scheduled for 9-1-04.
- K. **Zoning Administrator**: Internal candidate(s) application(s) under review.

VI. APPOINTMENTS

A. New Appointments

Permanent

Seasonal/Part Time

B. Promotions:

Permanent Employees

Seasonal/Part Time

C. Transfers

Permanent Employees

Seasonal/Part Time

D. Reclassifications

Permanent Employees

Seasonal Employees

E. Temporary Assignments

Permanent Employees

Seasonal/Part Time

VII. DISCIPLINARY ACTIONS

A. Warning Letters

Permanent Employees

Benjerman Gibbs, Equipment Mechanic, Group 1, 1st offense, 8/9/04.

Seasonal/Part Time

B. Suspensions

Permanent Employees

Matthew Holmes, Water Sewer Maintenance Worker, 7-day suspension, Group 1, 4th violation, 6/29/04.

Matthew Homes, Water Sewer Maintenance Worker, 7-day suspension, Group 1, 4th violation, 8/5/04.

Wayne Peterson, Computer Technician, 7-day suspension, Group 2, 2nd violation, 7/28/04.

Rescind: **Pete Boterenbrood**, Police Officer, 10-day suspension under Civil Service Rule X, Section 6, 5/15/04.

Rescind: **John Corrigan**, Police Officer, 10-day suspension under Civil Service Rule X, Section 6, 5/15/04.

Seasonal/Part Time

C. Terminations

Permanent Employees

Timothy Fields, Water Sewer Maintenance Worker, 8/2/04.

Seasonal/Part Time

VIII. SEPARATIONS

A. Resignations

Permanent Employees

Wayne Peterson, Computer Technician, 8/9/04.

Seasonal/Part Time

B. Job Terminations

Permanent Employees

Seasonal/Part Time

C. Other

Retirements

IX. OTHER PERSONNEL ACTIONS

A. Certificates of Training Excellence

Gordon Cole, Fire Lieutenant, Kalamazoo Valley Community College, Associate of Applied Science, with honors, 5/10/04.

Scott Hemmelsbach, Fire Inspector, Michigan Department of Labor & Economic Growth, Certified Fire Inspector, 8/19/04.

B. Letters of Commendation

Brett DeCou, Marina Aide, and

Jessica MCGettigan, Marina Aide,

received a letter of commendation via Ric Scott, Leisure Services Director, and Dave Wikman, Harbor Master, for returning \$99 to a customer who mistakenly placed a \$100 bill in a \$5 launch ramp envelope as a \$1 bill, 8/16/04.

C. Reassignment of Duties

X. OTHER BUSINESS

A. There was no expenditure for contract clerical help through Manpower Temporary Services for the month of August, 2004.

B. There was no expenditure for contract clerical help through Kelly Services for the month of August, 2004.

XI. ADJOURNMENT

With no other business to attend to, the meeting adjourned at 5:06 p.m.

Submitted by,

Karen A. Scholle
Civil Service Personnel Director

The City will provide necessary appropriate auxiliary aids and services, to individuals with disabilities who want to attend the meeting, upon 24-hour notice to the City of Muskegon. Please contact 933 Terrace Street, Muskegon, MI 49443 or by calling (231) 724-6716 (voice) or (TDD) (231) 724-6773.

(09 04 CSC Minutes)